



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
CHILD & FAMILY SERVICES AGENCY**



Office of Contracting & Procurement

TO ALL OFFERORS:

The District of Columbia, Child and Family Services Agency (CFSA) is seeking individuals and corporations to provide tutoring to children and youth who are wards of DC. Children may reside in the District of Columbia, Maryland and Virginia. The target population to be served on a continuous basis is approximately 350 children. Most of these children reside in Prince Georges County, Maryland. In selecting providers for this service, the following ceilings will be established for awards to individuals and corporations.

- For **individuals** qualified through this process, CFSA intends to assign no more than twenty (20) cases at any particular time, including court-ordered cases.
- For **corporations**, CFSA intends to assign no more than one hundred (100) cases at any particular time, including court-ordered cases.

Interested Offerors must complete the attached Qualification Data Form (QDF) and return it by facsimile, express mail, or hand-delivery by the closing date and time indicated below. The Agency accepts no responsibility for responses sent through regular U.S. Postal Mail.

Upon evaluation of the responses received in this initial qualification process, CFSA will maintain a record of all qualified providers for this service and as deemed necessary, issue Task Orders to perform services. Following this initial process, CFSA will continue to qualify providers who will be added to the list of qualified providers. Although providers may become qualified through this process, CFSA makes no assurance that Task Orders will be offered to all providers who become qualified. Prior to the actual issuance of any Task Orders, qualified providers must demonstrate coverage of professional liability insurance. In determining the issuance of Task Orders, preference shall be given to those providers who offer the best overall service, considering price, timeliness of responding to referrals and quality of service as determined by outcome indicators.

The closing date and time for responses to this QDF is FRIDAY, APRIL 25, 2003 at 4:00 PM.

Facsimile responses must be transmitted to: (202) 727-5883 or (202) 727-5922.

Please call Ms. Denise Carter at (202) 724-7544 or Ms. Pamela Glover at (202) 724-7579 to confirm receipt of your response.

Express mail or hand-delivered responses must be received at:

Child and Family Services Agency
Mr. Roscoe Wade, Contracts Manager
Office of Contracting and Procurement
955 L'Enfant Plaza, Suite 5200, 5th Floor
Washington, DC 20024

Thank you for your interest in serving the DC Child and Family Services Agency.

Respectfully,

Farouk A. Hosein,
Contracting Officer

**DISTRICT OF COLUMBIA
CHILD and FAMILY SERVICES AGENCY**

**QUALIFICATION DATA FORM
FOR
TUTORING SERVICES**

QUESTIONS

		YES	NO
SPECIFY IF YOU INTEND TO PROPOSE AS AN INDIVIDUAL OR A CORPORATION:			
INDIVIDUAL NAME: _____			
CORPORATION NAME: _____			
MANAGEMENT/ADMINISTRATIVE:			
1.	Are you or your organization currently certified by any state board of education or have met the minimum state standards (ex. Teacher certification) to tutor children in the following jurisdictions?		
	a. District of Columbia		
	b. State of Maryland		
	c. Commonwealth of Virginia		
2.	Do you or your organization have the ability to provide tutoring at the following locations:		
	a. School -based		
	b. Home-based		
	c. Center based		
3.	Have you or your organization been sanctioned or has it received any deficiency notices regarding tutoring services in the District of Columbia, Maryland, or Virginia in the last twelve-(12) months?		
4.	Is your corporation currently registered and in good standing in the state of corporation?		
5.	Is your corporation in compliance with the tax laws and current with its payments for taxes owed in the jurisdiction of incorporation?		
6.	Has your organization been sanctioned or fined for non-payment of taxes in the District of Columbia, Maryland or Virginia in the last two (2) years?		
7.	Is your organization currently involved and getting reimbursed for services provided under any Federal and/or state funded supplemental education services, such as Title IX funds?		
8.	Do you or your organization currently have professional liability insurance?		
TUTORING AND QUALIFICATION REQUIREMENTS:			
9.	Indicate the number of students your organization proposes to tutor on a monthly basis:		
	1 to 5 <input type="checkbox"/> 5 to 10 <input type="checkbox"/> 10 to 25 <input type="checkbox"/> 25 to 50 <input type="checkbox"/> Other Quantity <input type="checkbox"/>		
10.	Do you or your organization have the ability to provide tutoring services within 24 hours of notification by CFSA staff?		
11.	Are you willing to provide group tutoring services in a ratio not to exceed one (1) instructor to four (4) students?		
12.	Do you or your organization have the ability to provide transportation to/from the student's residence or to/from the location where services are being provided?		

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TUTORING, Continued																				
<p>13. CFSA seeks individuals to provide tutoring who are highly qualified and experienced. Please check below The MINIMUM level of qualifications attained by you or your tutors:</p> <div style="display: flex; justify-content: space-between;"> <div> <p>Advanced Degree <input type="checkbox"/></p> <p>Bachelors Degree <input type="checkbox"/></p> <p>Two-Years College <input type="checkbox"/></p> <p>(*) Asterisk requires explanation/description.</p> </div> <div> <p>Credentialed/Certified Teacher <input type="checkbox"/></p> <p>Certification Eligible Person* <input type="checkbox"/></p> <p>Other Qualifications* <input type="checkbox"/></p> </div> </div>																				
<p>14. Please indicate the number of tutors you currently have available in each of the disciplines listed below: (Individuals – please indicate your disciplines).</p>																				
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OTHER SKILLS																				
Test-taking Strategies <input type="checkbox"/>																				
Organizational Skills <input type="checkbox"/>																				
Note-taking Skills <input type="checkbox"/>																				
<p>14. Does your organization’s instructional strategies include provisions for accommodating children or youths with special needs; i.e., English language learners or children with disabilities?</p>																				
<p>15. Does your organization currently have the resources to conduct computer-assisted tutoring?</p>																				
<p>16. Is your organization prepared to deploy tutors to your stated capabilities by May 1, 2003?</p>																				
PRICING:																				
<p>17. Are you willing to accept the following payment structure for all time consumed?</p> <p>FOR FACE-TO-FACE TUTORING:</p> <p>INDIVIDUAL TUTORING (IT)</p> <p>Kindergarten – 5th grade @ \$30.00/hour</p> <p>6th grade - 8th grade @ \$32.00/hour</p> <p>9th grade – 12th grade @ \$35.00/hour</p> <p>Supplemental Fee * @ \$2.00/hour</p> <p>(*) Adder for children or youths with learning disabilities or behavioral problems or high-level instructions in subjects like physics or advanced mathematics.</p>	<p>GROUP TUTORING (GT)</p> <p>Kindergarten – 5th grade @ \$20.00/hour</p> <p>6th grade - 8th grade @ \$21.25/hour</p> <p>9th grade – 12th grade @ \$23.25/hour</p>																			

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**QUALIFICATION DATA FORM
FOR
TUTORING SERVICES**

FOR TRANSPORTATION:

Transportation will be paid on a **per session basis only:**

For Individual Tutoring: \$12.00

For Group Tutoring: \$ 6.00 per child

Notes to Offeror:

- 1) The Offeror must answer the 'yes and no' questions presented herein. Offerors desiring to clarify answers must Do so on a separate and itemized sheet. Questions that are noted with 'N/A' or 'not' applicable' must be explained.
- 2) Offerors shall be evaluated entirely from the data contained in the completed Qualifications Data Form.
- 3) Completed Qualifications Data Forms shall be treated as Competition Sensitive.

PRINTED ENTITY NAME: _____

TAX ID NO. _____

PREPARER'S PRINTED NAME: _____

TITLE: _____

PREPARER'S SIGNATURE: _____

DATE: _____